

Information available from Lapworth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	Free 15p/sheet + postage
Who's who on the Council and its Committees	Web site Hard copy - contact Clerk	Free 15p/sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy - contact Clerk	Free 15p/sheet + postage
Location of main Council office and accessibility details	Web site Hard copy - contact Clerk	Free 15p/sheet + postage
Staffing structure	Web site Hard copy - contact Clerk	Free 15p/sheet + postage

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy - Contact Clerk	15/sheet + postage
Finalised budget	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Precept	Council tax reminder Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Borrowing Approval letter	none	
Financial Standing Orders and Regulations	Contact Clerk – email Hard copy	Free 15p/sheet + postage
Grants given and received	Contact Clerk – email Hard copy	Free 15p/sheet + postage
List of current contracts awarded and value of contract	Contact Clerk – email Hard copy	Free 15p/sheet + postage
Members' allowances and expenses	Contact Clerk – email Hard copy	Free 15p/sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage

Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Magazine Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Agendas of meetings (as above)	Noticeboard Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Responses to consultation papers	Contact Clerk – email Hard Copy	Free 15p/sheet + postage
Responses to planning applications	Web site Warwick DC Website Hard Copy - Contact Clerk	Free 15p/sheet + postage
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)	(hard copy or website)	

and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website;	

Currently maintained lists and registers only	some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy - Contact Clerk	
Assets Register	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy - Contact Clerk	15p/sheet + postage
Register of members' interests	Hard Copy - Contact Clerk	15p/sheet + postage
Register of gifts and hospitality	Hard Copy - Contact Clerk	15p/sheet + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Allotments	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Burial grounds and closed churchyards		
Community centres and village halls	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Parks, playing fields and recreational facilities	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences	Web site Hard Copy - Contact Clerk	Free 15p/sheet + postage
Agency agreements		

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Elaine Priestley
Clerk to Lapworth Parish
20 Speedwell Drive
Balsall Common
Coventry
CV7 7AU

Tel: 01676 533258
Email: clerk.lapworth@virgin.net
Website: www.lapworth.info

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15.p per sheet (black & white)	Actual cost *
	Photocopying @15.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority